



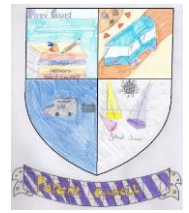
SIMPSON PRIMARY SCHOOL & NURSERY CLASS



Name of Meeting:		Simpson Primary Parent Council	Date of Meeting:		27th August 2019
Present:		Lynne Buckner (Chair), Nicola Ferris (Head Teacher), Anthony McCallum-McKay (Acting Deputy Head teacher), Bryony Dandie (Acting Deputy Head Teacher) Miss Plenderleith, Mrs Fawkes (Deputy Head Teacher), Mrs McQuarrie, Ruth Harley, Fiona Byron, Vivienne Bell, Louise Leslie, Debbie McComb,(Treasurer) Robyn McCarroll (Events), Harry Cartmill, Annemie Breesch (Secretary), Silvia Small, Patsy Thomas (Treasurer), Catherine McCartney, Alison McDermott, Sonia Hubbard, Heather Kalis, Jen Dunn, Emma Scott, Christine Downie, Lianne Docherty, Nicola Gillian			
Apologies:		Donna Leslie,(Newlands) Marion Pirrie (Vice Chair) Annemie Breesch (Secretary) Kevin Bell (Newlands)			
Agenda:		<ol style="list-style-type: none"> 1. Welcome, Introduction & Apologies 2. Previous Minutes 3. Head Teacher Report 4. Finances 5. Chair Report 6. Election of Office Bearers 7. AOB 			
Agenda No	Agenda Item	Actions Required		By Whom & Target Date	
1	Lynne Buckner welcomed everyone to the meeting.				
2	Minutes of the previous Parent Council meeting have been approved.				
3	Headteacher report				
3.1.	<p>Miss Ferris outlined some key information from the school Progress Report & Improvement Plan - document available on request.</p> <p>There are 740 pupils enrolled this year and again we are the largest in West Lothian. Mrs Fawkes has been appointed as Deputy Head Teacher giving us 3 deputies at the moment. There is a vacancy arriving due to maternity leave, this will be filled following recruitment process. We said Goodbye to Mrs Rendle after 9 years at Simpson. She is moving to a promoted position as Principal Teacher of numeracy for West Lothian Council. There will be several teachers shifting roles within the school and all this information has been sent out to parents.</p>				



3.2. 3.3.	<p>There will be a focus this coming year on Learner conversations & self assessments, Teaching and Learning maths, Family learning and ACE including a growth mindset, Health & Wellbeing looking at the move away from golden time to a more positive behaviour approach.</p> <p>There will also be focus given to employability skills, matching life skills to learning and this is supported with parent career talks.</p> <p>A big priority will also be shown to writing. The school has good attainment in this area but can be improved. French and Spanish will have more priority as will digital technologies.</p> <p>There will be work on the playground this year to develop a better outdoor space for the children now that the outdoor building works are completed.</p> <p>Thanks to the PC for the contribution of £4,000 and £1,000 in business contribution to fund the new markings.</p>		
4.	<p>Chair report</p> <p>We've worked through a lot of different activities this year, this is a quick rundown: P7 Year books - volunteers really early on which was great. P1 Tea Towels Christmas Cards Christmas fayre Halloween Discos - No pumpkins going forward as not helpful for the school Spring Disco Newlands Day Float of Harry Potter which won 2nd prize. The Newlands team were self sufficient and raised all the required funds themselves via their Race night and other fundraising activities, Parents night in October we invited Usborne Books and raised approx £500 to spend on books. It took minimum effort from PC and had a great return. We were also able to buy puddlesuits for the nursery. We purchased 40 at a lower price than the school were able to get via their suppliers and we hope to be able to purchase anything else we can for the school as we are not tied to a preferred provider.</p> <p>We were able to provide £4,000 to the school for new playground markings. We would like to look at working with community groups, the prison service and colleges to assist with overhauling the garden.</p> <p>There was also a movie afternoon to raise funds for Newlands Day which was hard work and the children became quite restless. The second day for the upper school was cancelled for various reasons.</p>		



There were dress down days
A family games night, which was held for the first time and would be reconsidered for another year and could hopefully expand it.
We managed to pay for the buses for the school trips again but going forward we hope to establish a budget for this as the invoice increased by approximately £1,500 which is difficult to plan for at the end of the year.

Additional things we worked on:

Lottery licence to sell Raffle tickets in advance, We will reapply for it for this year.

PVG: The council are tightening up on their policy so we have been making it easier for parents to sign up by having more forms available. We've had an increased up take from last year and hope this can continue.

Easyfundraising - Continued to highlight how easy this is to use and how the school can make extra money for the children with no cost to anyone as the company you purchase from makes a donation when you spend.

More recently we worked on the P1 Transition evening by attending to raise awareness of the parent council and how we can support the school and families.

We also hosted P1 Parent/carer coffee morning. It was an opportunity for an informal coffee and a chat and was very well attended.

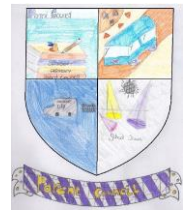
We continue to build a relationship with other PC's in the cluster by keeping in touch with email and asking each other for ideas and solution.

We also managed to collate checklists for each Office bearer role which should help support future members in all positions.

One of our biggest tasks was taking part in recruitment training and the recruitment process by liaising with the education services team at the civic centre to fill the position of Head Teacher. We were delighted to have been involved in the appointment of Miss Ferris.

Things we did not manage to achieve:

ACE (Adverse Childhood Event) DVD, we didn't manage to arrange a showing but hope we can in the next year.
First Aid course - time to arrange was difficult and unfortunately it just didn't happen.



Things we hope can roll on for next year.

As mentioned: ACE awareness DVD and the first aid course.

Rag Bag collection to efficiently clear out unclaimed lost property and any other clothing donations with money being raised for the school at the same time.

Pen Friend activity - suggested at a PC meeting & will talk with the school about making this happen.

Work with school to explore possibility of more after school clubs.

Uniform swap shop from lost property and donations.

We will continue to work on communication to ensure we are as accessible as possible. We started having the school send out email updates for us to capture a wider audience.

We hope to update and expand on the P1/New start FAQ sheet to include helpful hints and tips.

We will also look at having this document and other available to translate into other languages for families who English is not their first language.

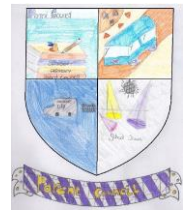
We implemented a constitutional change this year to include a Code of Conduct as advised by Connect and we will review the language annually.

**** New Proposed Constitutional Change ****

We would like to make 2 additional changes this year and will take a vote at our first meeting to reflect these.

Change 1 - Update to text with regards to date of AGM. Change language from a specific date in September to "by" September.

Change 2 - Split the role of Christmas Co-ordinator out from the overarching Events Co-ordinator to allow for two separate roles. This will make the tasks more manageable.



5	<p>Finances</p> <ul style="list-style-type: none">- There was an opening balance of £3,001- Over the year there was £11,969 raised, £14,971- There is currently £1,200 in the bank account, in part due to a refund for the P7 year books. <p>Copy of this years accounts available on request.</p>		
	<p>Election of Office Bearers overseen by Councillor Harry Cartmill.</p> <p>Chair - Lynne Buckner Vice Chair - Heather Kalis Secretary - Ruth Harley Treasurer - Isla Bowden Events - Vivienne Bell Christmas - Emma Scott Newlands - Kevin Bell & Fiona Byron</p> <p>Appointment of Clerk to review coming years accounts: Kevin Gallacher</p>		
7.	<p>Lynne gave thanks to this years team for their ongoing support and commitment. Thanks to the parent community for giving both their time and money. Thanks to Miss Ferris and the school team for making sure the relationship is a two way street and for ensuring the door is always open for us.</p> <p>Thanks to the attendees of the AGM.</p>		
9.	<p>Next Meeting set for Thursday 12th Septmeber at 6.30pm Meeting closes</p>		

For any questions on the Simpson Primary School Parent Council or any of the items discussed at the meeting please email:

simpson.parentcouncil@gmail.com

Next meeting 12th September 2019 18:30